



Volunteers Coordinator

About this opportunity

We are looking to recruit enthusiastic and reliable people to help us make a difference. This role is offered to Buddhists and non-Buddhists alike. In this role, you will:

- Create and inspire a vibrant volunteer programme
- Reach out to both the local and wider community to attract a diverse range of volunteers and skillsets
- Create an engaging application process, that encourages potential volunteers
- Ensure we are compliant with all legal issues regarding volunteers
- Maintain a database of all volunteers, their skills, availability and next of kin
- Design and run volunteer inductions
- Liaise with other departments re requests for volunteers and department-specific inductions. Assign new volunteers to teams.
- Design and run varied and fun volunteer social events on a regular basis
- Collect volunteer feedback on what works well and how to adapt the programme
- Produce quarterly reports for the Director and Trustees

About us

Jamyang Buddhist Centre Leeds is an organisation devoted to the study and promotion of wellbeing, meditation and public benefit, in accordance with Buddhist principles, and the preservation of the Buddhist Mahayana tradition throughout the North of England and elsewhere. We honour the work of his Holiness the Dalai Lama and are affiliated to the Foundation for the Preservation of the Mahayana tradition. We moved to Holbeck in April 2019 and we are now looking for volunteers to help us grow the Centre.

Practical considerations

You will volunteer in the People Team. The amount of time given can be arranged depending on your availability and can vary from a few hours to one or two days a week. Full training will be available, and support given by the Centre Director. You will volunteer at our centre in Holbeck and be able to volunteer from home some of the time. Travel expenses to be agreed.

<i>Skills gained</i>	<i>Skills & Qualities required</i>
<ul style="list-style-type: none">• Deeper understanding of voluntary sector• Deeper understanding of HR and legal requirements on volunteering• Design and delivery of training & events	<ul style="list-style-type: none">• Basic understanding of HR and Legal issues• Socially confident. Strong verbal and written communication skills• Structured, consistent approach• Warm & Approachable

Benefits

As well as the opportunity to meet new people and make friends, this opportunity will help you develop your skills. If you are a Buddhist, it will also give you the opportunity to apply Buddhist principles and precepts in your interactions with others and offer

service to the Dharma. It's a great way to have fun and make a difference and help your community. You will also be able to benefit from our Volunteers' Programme.

To Apply

if you are interested in this role, please check out the application guide on the website and fill in the e-application form. Alternatively, you can contact us on:



smile@jamyangleeds.co.uk



0113 3452626



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